

November 19, 2017

**Disciples Christian Church
Bartlesville, OK
Van Use Policy**

Trustee Committee

The Trustee Committee herein referred to as Trustees, will have the responsibility of:

- Control and use of the church van
- Certification of drivers
- Maintenance of the van
- Monitoring compliance of the Van Use Policy
- Development of van replacement plans
- Review of the van insurance policy at least every 3 years in the month prior to renewal

Reservations

Only church groups shall have use of the van unless otherwise approved by a majority of the Trustees, and approved by the Board in the official Board minutes. Use must be related to the mission or outreach activities of the church. Regularly scheduled events of the church will have first consideration in van assignment. Otherwise, priority of assignment will be in the same order as the request for reservation is made. Relative justification of competitive requests for use of the van may be given consideration by the Trustees.

Reservations must include the name of the driver, the driver's birth date, and driver's license number. If the driver has not been previously approved, the reservation must be made with enough lead time for the driver to obtain an MVR, and upon receipt of a clear MVR, approval of the Trustees.

Fees

DCC will establish a van maintenance line item within Administrations operating budget to pay for the fuel and maintenance.

The Trustees will have the authority to approve and implement any fee structure they deem to be in the best interest of the church.

The fee structure, if implemented, will be reviewed annually by the Trustees to determine the adequacy of the budget, or the fees charged, and verify that fees have been properly collected.

Maintenance

The Trustees will be responsible for maintenance of the van in accordance with the manufacturer's guidelines. Maintenance will include oil and filter changes, other items listed in the owner's manual, and other items required for safe operation, such as windshield wipers and tires.

Although each driver is responsible for cleaning the van, the Trustees will regularly monitor the van's cleanliness and take appropriate action to ensure a positive experience for the next driver.

Van License and Insurance

Trustees are responsible for ensuring that the van license tag and insurance are up to date and adequately reflect the current use of the van. Trustees will review the van insurance policy at least every 3 years in the month prior to renewal.

Inclement Weather

In the event of inclement weather where the Bartlesville schools are closed, the van shall not be utilized. Driver discretion may be used for weather related conditions where the Bartlesville schools remain open.

Other

The Trustees will monitor van operations to determine compliance of established policies.